

ROSEMEAD SCHOOL DISTRICT

CLASS TITLE: NETWORK SYSTEMS SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Coordinator of Special Projects and Technology, install, maintain and support microcomputers, Rosemead School District's WAN (Wide Area Network) operations, Local Area Networks (LANs), educational technologies, student information system, communications hardware, telecommunication, LANs, and a variety of software applications; identifies areas of operation which need upgraded equipment, such as modems, multiplexers, routers, hubs, gateways, fiber optic cables, telephone wires; coordinates the use of personal computers as they are used in the operational network; assist with the coordination of the District's computer information function and provide technical assistance to District personnel.

REPRESENTATIVE DUTIES: Duties may include, but are not limited to:

Install, maintain and support microcomputers, Local Area Networks (LANs) and WAN (Wide Area Network, educational technologies, student information systems communications hardware and a variety of software applications and provide user support

Assist with the planning and coordination of the District's student information and computer operation functions as they relate to District microcomputers and related software applications; provide technical assistance to District personnel concerning hardware and software operation and use as requested

Design, implement and maintain network components, data communication protocols, network equipment range usage and other network application system particulars

Evaluate, prioritize and coordinate requests for service; assist District users in resolving system and program concerns and issues

Analyze the capabilities of existing hardware, communication equipment, and software and recommend changes to maintain the network at optimal level; formulate operational designs of a creative and innovative nature for the development and maintenance of networks

Install, maintain and provide user support related to a variety of software applications; provide training in application operation and provide technical information and assistance as requested

Devise and implement strategies for connection of independent networks through the use of routers, bridges and gateways; review technical specifications for the telecommunications equipment and software proposals; evaluate new applications to determine their effect on existing applications and production

Study the integrity and security of data in order to establish system configurations; monitor systems to support and control network traffic; prepare and update operations procedure manuals, update operations procedures, and train users regarding changes to the relevant LAN or WAN

Install, connect and maintain educational technology hardware and software, including CD-ROM, TV, VCR and computers; provide user support

Contact and communicate with computer hardware and software suppliers to obtain product and pricing information for computers, peripheral equipment and other hardware and software applications; contact hardware and software manufacturers to obtain product assistance

Perform data entry and information processing operations; update and maintain District student files and database as required

Operate a variety of microcomputers, electronic meters and hand tools; operate a District vehicle to transport equipment and to conduct work at various District locations

Requisition and maintain an adequate inventory of computer supplies, network equipment and parts

Perform related duties as assigned

KNOWLEDGE OF:

Technical operation of a variety of microcomputers, MAC, Windows NT and, Linux operating systems, peripheral equipment, student information systems, and communications hardware

Operation of a variety of software applications used by the District

Training principles and techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Local and Wide Area Network design, concepts and operations

Web, file, domain name, proxy, and e-mail server management

Network component configuration (routers, switches, hubs)

Hardware and software problem diagnosis and resolution

Creating and configuring network user accounts

Data backup and storage

Internet filtering solutions

TCP/IP and AppleTalk network protocols

ABILITY TO:

Install, maintain and support microcomputer, LANs, WAN, educational technologies, student information system, communications hardware and a variety of software applications

Assist with the coordination of the District's student information system and provide technical assistance to District personnel

Read, understand and apply technical and complex documents

Learn and apply new concepts in computer and network systems

Update and document procedures

Work with users at various levels of expertise

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written directions

Plan and organize, prioritize and schedule work

Meet schedules and time lines

Analyze situations accurately and adopt an effective course of action

ABILITY TO: (continued)

Maintain current knowledge of technological advances in the field
Communicate effectively both orally and in writing
Observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Completion of an Associate in Arts or Associate in Science degree with a major in Computer Science, or related major or three years experience with network operations, and microcomputer hardware and software applications, including spreadsheets, word processing, database management systems, server software and hardware or vocational level training in electronics.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, peripheral equipment and standard office machines, sitting or standing for extended periods of time, reaching overhead, above the shoulders and horizontally, hearing and speaking to exchange information and provide training to others, moderate lifting of objects 15 - 44 pounds, and bending at the waist:

EMPLOYMENT STATUS - Bargaining Unit Position

SALARY RANGE 30

Rosemead School District

COMPUTER OPERATOR

BRIEF DESCRIPTION OF POSITION

Maintain and operates all data processing hardware and software regarding attendance accounting, scheduling and grade marking at the District Office level.

DIRECTLY RESPONSIBLE TO

Business Manger

MAJOR DUTIES AND RESPONSIBILITIES

Operates a mid-size level computer system (e.g., IBM AS/400).
Monitors system performance.
Insures that input data is entered as required.
Monitors messages and reacts according to directions from system software or applications programs.
Observes system operations and determines whether programs appear to be operately correctly.
Analyzes and troubleshoots problems and takes corrective action on the system and school site computer equipment connected to the local area network.
Maintains records regarding problem documentation and actions taken, and system backup.
Develops and performs procedures required for systems backup and recovery.
Insures that the bridges (personal computers) are operational so that communications between the school sites and the district office remain open.
Executes application programs in the following modules: grade reporting, scheduling, daily attendance, and period attendance, etc. in order to produce student schedules, student grade cards, attendance sheets, and monthly attendance reports.
Performs system and application updates and upgrades to the AS/400 system as well as school site computers.
Acts as a liaison between the District and school sites.

This list of major duties and responsibilities is not exhaustive and may be supplemented as necessary.

Computer Operator (Continued)

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent.

Skills: Type accurately at the rate of 40 words per minute from clear, legible copy.

Entry level knowledge of the operation of a mid-sized computer system (e.g. AS/400).

Basic knowledge of DOS.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light physical demands, limited lifting, carrying, pushing or pulling of office equipment and objects.

EMPLOYMENT STATUS

Bargaining Unit Position

SALARY RANGE

Range 18

Fax Back Page 3: Implementation Plan

Rosemead School District has several goals that are outlined within the Districts Technology Master Plan. It is the intent of the District to meet these goals using not only E-Rate discounts but other funding methods as well.

The District will complete Phase 1 of the Technology Master Plan by September, 2002, which was to have at least one Network Drop/Connection for every classroom to allow the teachers to connect to the Internet. Additionally, the District has several technology labs, and Network Connections within the School Site Libraries. Lastly, as part of Phase One, the District ensured that building requirements, such as electrical capacity was adequate for the one data connection per classroom.

The District will begin Phase 2, or adding additional drops to new classrooms for student connections as well as additional networked computers in the various technology labs and classrooms throughout the District during the next academic year (2002-2003). Additionally, the District is exploring the use of wireless LAN's for things like mobile multimedia instruction carts. We are installing a video distribution network which has the capacity to link to educational programming via satellite and distributed network services at the Los Angeles County Office of Education. Rosemead School District also intends to connect to the Digital California Project (DCP), which is the State Educational Network. This will allow the sharing of Best Practices in Curriculum and Instruction as well as delivery of cutting edge instructional aides. The addition of networked computers, video distribution equipment, and the cutting edge Internet tools mandates that Rosemead School District upgrade the current cable plant, network electronics, as well as Telecommunication Backbone Circuits.

The upgraded network will also allow more parent, business, and community involvement in the instruction of our students. The goal is to use the Technology to help provide our students will applicable skills based upon real-world experiences. This will be combined with the traditional curriculum of Reading, Writing, and Arithmetic. Every effort is being made to align programmatic goals and resources from state and federal school improvement projects with those that the technology master plan encompasses so that Rosemead students' academic achievement will increase.

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AMY ENOMOTO-PEREZ, Ed.D., Superintendent



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Fax: (626) 312-3814 Pupil Personnel

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CHARLES LYONS

September 25, 2002

Mr. Michael Deusinger
USAC-Schools and Libraries Division
Selective Review
100 S. Jefferson Road
Whippany, NJ 07891

Dear Mr. Deusinger,

This letter is in response to your fax dated 9/17/02 regarding Case SR-2002-143604, the selective review for the Rosemead School District's ERATE Yr. 5 application. You requested information in several areas, which have been addressed comprehensively in the recently state, approved District technology plan (7/19/02) and the 2002-2003 district budget (approved 6/27/02). They are being sent as an enclosure with this letter along with other critical documentation. The key points of those documents will be summarized in this letter along with critical information about our technology implementation plans.

Professional Development (See Documentation and Tech Plan)

The current technology plan was written over a two-year period with input from representatives from each site. Last year (2001-2002) a subcommittee was formed to develop goals, objectives and a professional development calendar to meet the needs of Rosemead District staff as indicated by the CTAP2 Technology Proficiency survey administered in March 2002 to 131 teachers, administrators and multimedia aides. Those results have been incorporated into a plan, which are designed to advance the staff's technology capacity as measured by the Staff Technology Proficiency Matrix. (See District Technology Plan Goal #2, pp.13-18) In addition, 4 of our 5 schools have received technology staff development grant funds for 4-8 staff for a total of \$41,000 for the 2002-2003 school year. The resources and strategies to implement the ERATE, tech plan and associate technology grants are indicated below:

- Training staff includes the designated site technology leaders, multimedia aides, librarians, technology director, network administrator, County Office and Consortium representatives as well as paid consultants.
- Instructional staff are given opportunities to attend outside conferences, workshops and seminars to advance their technology skills which are paid out of categorical program funds as indicated by their site School Improvement Plans.
 - Annual Computer Using Educators Conferences May- Anaheim, Ca.)
 - Annual Computer Using Educator's Affiliate conferences (Feb, March)

- Los Angeles County Sponsored workshops on Networking, Troubleshooting, Server training and Internet
- Training opportunities are offered by our 18 district Educational Technology Consortium to which each member district pays a fee and are available to all interested participants.
 - Clark Center 5 day summer training, August 2001
 - Teaching Reading in Every Classroom (Trainer of trainers), January, and June 2002
 - Writers' Workshop Trainer of Trainers (Trainer of trainers), Nov 2002
 - Jamie McKenzie, Staff Development Design workshops, April, 2002
 - RISE trainer of trainers workshop, May, 2002
 - First Class Email Administration training (5 days), July, 2002
 - MAC OSX Sever training (3-days- trainer of trainers), August, 2002
- Site technology leaders often meet with teachers during their planning time to instruct them on specific questions regarding hardware and software.
- Training pertaining to the state and district curriculum and technology standards is scheduled on District staff development days, during summer and after-school;
 - Writer's Workshop Training- District-wide class June 2001 and September, 2001 for all middle school staff- by outside consultant-
 - Pulliam Group Online Data Management System Training- February, 2002, September, 2002- leadership teams and all staff- by outside consultant
 - Technology Leadership training- Evaluation of technology Programs to enhance student learning and also data management- November, 2002, February, 2002, April, 2002, June 2002, for select staff from each site-
 - First Class Email Management for Technical Staff- July, 2002- by outside consultant
 - Pulliam IDMS Scanner and data management training-August, 2002- by outside consultant
 - Technology Training and Curriculum Development- 5 day summer training, August, 2002, all staff- outside consultant and tech leaders
 - RISE training- September, 2002, for all middle school staff- by outside consultant
 - First Class Email Training, for all District staff, September, 2002 -Tech Department
- The format of site training varies depending on the topic, funding source and needs of the participants. (See sample agendas and flyers).
- The current planning for site implementation for the AB1339 technology staff development grant for 4-8 staff includes:
 - RISE and TREC training grade level and department group release days
 - Training on Excel, Power Point, Microsoft Word, Hyperstudio, Inspiration
 - Pulliam data management linking assessment to instruction
 - Using the Internet as a Research tool
- The District is currently writing a multi-year staff development plan as part of the No Child Left Behind Local Education Plan which incorporates aspects of the district technology professional development plan and is focused on increasing,

student achievement through improving literacy as well as by enhancing teachers knowledge of technology as an instructional tool.

- In addition, the district technology department has purchased a portable, wireless laptop lab with 25 stations with the technology plan's recommended software that is available to all staffs and can be checked out for technology training or scheduled for use at the district office.

Software (See Technology Plan)

The Rosemead School District is committed to purchasing site licenses and individual workstation licenses for instructional staff so they may implement the goals of the technology plan to increase student learning. The recommended software for each site includes:

	Teacher s	K - 3	4 to 6	7 & 8	Lab	All
Hyperstudio		x	x	x	x	
Inspiration	x		x	x	x	
Kid Pix		x				
Kidspiration		x				
Appleworks	x				x	
Norton Utilities						x
Microsoft Office	x		x	x	x	
First Class						x
SASI	x					
Netscape Communicator						x
Internet Explorer						x
Gradebook Program	x					
Type to Learn		x	x		x	
iMovie						x
Adobe Acrobat Reader						x

Currently software licenses are being purchased for Microsoft Office, Inspiration and Hyperstudio, Filemaker Pro and Kid Pix Deluxe at all of the school sites. In addition most computers are purchased from Apple and include Appleworks, iMovie, iTunes, Netscape Navigator, Internet Explorer and Adobe Acrobat. The student information system is SASI by NCS Pearson and is currently available only to administrators and site office personnel but will eventually be on all teacher workstations as well.

The technology director is also responsible for administering the state and federal categorical programs and is working with the school site accountability teams to rewrite the school plans to address new state and federal guidelines. Those groups have members who have participated in writing the district technology plan and are committed to

allocating site categorical resources to purchase the necessary software licenses, technology support and professional development to meet their site needs.

In addition, members of the district technology committee are researching the cost of purchasing site licenses for software on the recommended list as well as anti-virus programs. Computer labs currently have sets of CD-ROMs for computer assisted reading, math, social studies and science activities but also instruct students in typing, word processing, multimedia, video editing and web design depending on the age and ability of the students. Each lab has separate licenses for their curriculum and the technology department is working with staff to standardize the curriculum that is taught. This may take several years as each school site has used available funds to purchase software that has been approved by their school staffs.

In the future we plan to obtain the following software licenses pending available funding:

- Teacher Timesavers (site license)
- Typing Program (considering Type to Learn, Typing Tutor)
- Antivirus Program (considering Macafee and Norton)
- Gradebook software (considering Grade Book Pro and Easy Grad Pro)

It is important to note that prior to the 2000-2001 school year, there was no district technology department, and as a consequence there was little coordination of technology purchases district-wide. It is an explicit goal of the district technology committee as stated in our technology plan to coordinate purchases of software and hardware through the school site accountability teams who are responsible for the allocation of categorical resources in the School Improvement Plan. In addition the district technology committee members are writing site technology plans to tie site decision making and planning into the district plan. Fortunately among both administrators and technology committee members there is a commitment to total cost of ownership and to support the hardware and network purchases with software and support resources.

Current Training Materials and Programs Under Consideration

- **TREC (Teaching Reading in Every Classroom)** – a 4-8 computer based staff development program designed to enhance teachers understanding of reading strategies to support instruction developed by the San Diego County Office of Education (purchased).
- **RISE (Reading Instruction in Secondary Education)** – a 7-12 computer based staff development program to support the development of a school-wide literacy program (purchased).
- **Classroom Connect NOW**- is a robust, online subscription service that fully integrates Library, Learning, and Community for K-12 teachers and students within a standards-based environment. Classroom Connect NOW offers an

extensive online education Library with thousands of teaching and learning resources and combines Classroom Learning and Professional Learning to create an online experience that places personalized resources in the hands of teachers and students. (Pilot)

- **Classroom Connect Connected University-** is an online professional development community for educators. Created with the goal of helping teachers to successfully integrate technology into their instruction, CU models best practices in teaching and learning and is developed with ISTE/NCATE Technology Standards for teachers in mind. (Pilot)
- **Classroom Connect Classroom Today** -develops core competencies in K-12 social studies, language arts, science, and math. Features include full access to a rich collection of standards-based learning resources; use of recommendation, standards matching, and assessment tools; and individual interactive student notebooks and portfolios. (Pilot)
- **Pulliam Group Sat 9 Analyzer and IDMS Training-** RSD has a 3-year contract to utilize Pulliam groups' trainers to assist teachers with data analysis for effective instructional design as well as collaboration and standards based grade level planning sessions. (purchased)
- **NCS Pearson SASI-** RSD currently subscribes to a variety of online training courses to help staff become more proficient in utilizing the SASI student information system. (purchased)

Budget

In a letter dated May 28, 2002, our Business Manager, Ed Diaz indicated that our final budget had not been approved. At the June 27, 2002 board meeting, our School Board voted to approve the proposed budget for 2002-2003. I have included copies of the pertinent budget summary with the \$250,000 for ERATE funds as a line item (see page 2 of 8) listed under Fund Balance, Reserves. The revenue for the \$250,000 line item comes from the Revenue Limit (page 3 of 8) of \$10,724,001.00, which is from the Principal Apportionment State Aid- Current Year 2002-2003. The \$250,000 has been apportioned to the 2002-2003 budget in several categories:

- Professional Consulting Services and Operating Expenditures (Line 5800-page 6)= \$632, 800.
- Communications (Line 5900 on page 6)- \$88, 600.00
- Equipment (Line 6400-page 7) -\$106,000
- Equipment Replacement (Line 6500-page 7) = \$228,590.
- School Improvement Program (Line 8311-page 4) = \$625,284.
- Economic Impact Aid (Line 8311-page 4) = \$358,211.00
- Federal Title IASA (Line 8290-page 3) = \$1,637,850.00

The budgeted amount of \$250,000 exceeds our 10% share that would be \$103,454.82. We intend to hire more technical support and to provide additional training as we currently have only one network administrator to serve our 420 staff end users and over 3,400 student users. Please also note that \$100,000 was reserved from the 2001-2002 budget for energy upgrades and more facilities upgrades are planned out of a recently passed bond measure. \$30,000 has been reserved for staff development, a portion of which is to support technology out of the general fund, while the rest of the training and site support dollars for the implementation of the ERATE project and the technology plan are being budgeted out of state and federal categorical dollars as stated in their School Improvement Plans but need to be approved by each sites' School Site Council.

Contracts (see supporting documents)

Ocean Park Telecommunications was awarded the ERATE bid at the January 17, 2002 School Board meeting but has not given us a formal written contract as of this date. Instead we have a verbal agreement that was entered into on January 14, 2002, when we informed them that their bid had met our criteria and was chosen by our facilities management team. They accepted our offer under the contingency of ERATE funding but have not as yet given us a formal document. The owner, Sam Beets claims that he will be happy to do this once he knows that we have the funding to proceed. SBC Advanced Solutions (FRN 81251) has been contacted regarding a written contract and they have indicated to me that because a formal legal agreement between our district was not required as the vendor-payee relationship established by a purchase requisition was all that was necessary to insure that the terms of the bids they submitted and that were verbally approved by me on January 16, 2002 and then formally by the Rosemead School Board on January 17, 2002 was adequate to protect both parties. Our current relationship for ERATE year 4 has been subsumed under this same understanding of our mutual legal obligations.

Bids (See Supporting Documents)

For FRN 781027 (Office of Los Angeles County of Education) bids were examined from SBC Pacific Bell as well as LACOE. The Los Angeles County Office of Education is our current Internet Service provider and has been since 1997. We have been very pleased with their services and the quality of support they offer. The current bid includes an upgrade to our current service, which includes technical support, and access to the Digital California Project Services. Pacific Bells services did not offer the same value for the service provided as they were offering bundled service that required a three-year commitment and although they are being considered for a portion of our Telecomm services, the upgrade to ATM is preferred through the Los Angeles County Office of Education. For FRN 781251 SBC Advanced Solutions, FRN 846737 Email solutions (Centrinity, Inc), FRN 849162 Pacific Bell, FRN 850165 Nextel, FRN 849580 (SBC Advanced Solutions) they were the only bids we received. FRN 849665 (Pacific Bell Internet Services) is being considered along with Los Angeles County Office of Education as an Internet Service Provider as we are planning to provide a back up service to our staff and students in the event that one service was unavailable as well as for

security reasons, we may need to segment our network services for email and Internet Access. With regard to FRN 849763 (Ocean Park Telecommunications) I included copies of the walk through sign-in sheet as well as the submitted bids and the amounts with the pre-audit documentation I submitted to Laura Ransegnola in May, 2002 and am including another copy this time as well. There were a total of 23 vendors who attended the walk through and only 10 of them submitted bids. The three top bidders were chosen and a panel including our facilities consultant, architect and a representative from the business office opened and recorded the bids. The selection of Ocean Park was made upon the architects' recommendation after consulting with the Director of Technology and the Business Manager.

Vendor Selection

The Rosemead School District follows a rigorous and thorough process in selecting vendors for various projects. In the case of FRN 849580 (SBC Advanced Solutions), as stated above, they were the only vendor that submitted a bid and are the only CMAS contractor and the only service provider that meets our primary selection criteria of service, quality and price. Also for FRN 849580 (Nextel and Pacific Bell), they were the only bidders for the current ERATE cycle. The Rosemead School District has had a satisfactory relationship with Nextel for over 4 years and at the time they were selected, they were chosen over AT &T and Motorola because they offered more features for the price. Also, we initially had Nextel phones for cabinet level positions but because of a Safe School Grant received from 1998-2001, we expanded the usage to include site personnel responsible for supervising the safety of students. Now all administrative and itinerant personnel receive cell phone under various pricing plans so the continuing flexibility of Nextel's prices as well as the quality of their service and support have been considered in selecting their proposal for ERATE year 5.

With regard to FRN 781251 (SBC Advanced Solutions) and (Spectrum Communications), the bids were awarded following a selection process and not merely because they had already met the intense scrutiny required by the California State in order to be included on the CMAS list. In fact, in my letter to Laura Ransegnola, I stated "it is allowable under California Public Contract Code for Rosemead Elementary School District to select Spectrum Communications under the CMAS agreement without further competitive bidding." To clarify this statement, the district has a requirement that for bids over \$25,000 we need to advertise in the local paper and proceed with bid submittal supervised by our architect and facilities consultant unless counter-indicated by the guidelines under CMAS. Both Spectrum and SBC Advanced Solutions were awarded contracts under the California Multiple Awards Schedule (CMAS) procurement guidelines. The California Department of General Services selects CMAS contractors only after they have met stringent competitive bidding requirements. The Public Contract Code, Section 10299, states that further competitive bidding is not required for those contractors on the CMAS list which under California Procurement law gives districts the option to forego some of the steps of the competitive bidding requirements under other sections of the law.

Vendor Selection
Re Spectrum

This does not mean to imply that Rosemead School District did not consider multiple criteria in the selection of every vendor even when they were no other bids submitted. The parameters of the Districts selection process for ERATE contractors for equipment, support and installation were: 1) that they be an authorized CMAS supplier, 2) that they be able to verify compliance with the prevailing wage and labor code restrictions imposed under California laws 3) that they be able to obtain the necessary bonds and proper insurance and 4) that they comply with the guidelines established by the technology committee for quality, service, safety and support in the delivery, maintenance and installation of their equipment. In addition, as Rosemead is part of an 18 district Consortium, references from other technology directors and business managers were considered before final selections of vendors were made and presented to the School Board for approval.

In summary, the Rosemead School District works with several consultants, including architects, engineers and facilities management groups in order to monitor and protect the interests of the public and the District as a legal entity in pursuing contracts with outside agencies. It is apparent that the limited number of bids received for ERATE projects applied for under year 5 is due to the small size of our district and the rigorous scrutiny that contractors must comply to if they are selected as vendors.

Thank you for the opportunity to provide additional information and to clarify and issues that were ambiguous from the February, May or July pre-audits. Please do not hesitate to contact me for further information.

Sincerely,



Lila Wills Bronson, Ed.D.
Director of Technology and Special Projects
Rosemead School District
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February 10, 2003

Mr. Michael Deusinger
USAC- Schools and Libraries Division
Selective Review
100 S. Jefferson Road
Whippany, NJ 07891

Dear Mr. Deusinger,

This letter is in response to your fax dated January 27, 2003, regarding the Rosemead School District's vendor selection process for ERATE Year 5. The vendor selection process for the internal connections portion of the application was handled consistent with the local and state procurement laws. For the cabling portion of the application, an advertisement was posted in a local newspaper after the 30 day posting of the 470 and interested cabling contractors were invited to attend the job walk that was held on December 21, 2001. The bids were opened formally at a public meeting on January 7, 2002, and the lowest reasonable bid was chosen. Interested contractors were invited at the job walk to bid on the equipment and technical support portions of our ERATE application if they were CMAS vendors and had Cisco Certified engineers on staff. The technology department established this criterion after considerable delays had been experienced with one of our primary ERATE Year 4 equipment vendors, SBC Data Comm. In fact we are still waiting to have our switches configured properly and our video content engines staged and installed by that vendor after having them in our possession for nearly one year.

Spectrum was the only vendor that offered us bids for the majority of the equipment and services in ERATE Year 5. One quote was received for equipment from SBC Data Comm as well. Our selection of Spectrum as our primary equipment vendor for ERATE year 5 was based on several factors. **Price** is always the most important criteria for vendor selection. In fact, one of our schools was deemed ineligible to receive the 90% discount in ERATE year 4 (but became eligible in ERATE Year 5) and Spectrum's bids were compared to those and found to be more accurate and competitively priced. **Outstanding references** from qualified technology directors were another important consideration. Three other technology directors and associates had worked with Spectrum for several years and had strongly recommended them for their superior **technical proficiency, fair but competitive prices and excellent quality of service.**

The vendor who was selected in ERATE Year 4, SBC Data Comm has been extremely problematic for the Rosemead School District. The quotes submitted for the 471 included a poor design and included parts from multiple models of switches that would not have been able to be installed correctly. In addition those quotes did not follow local procurement procedures such as including local applicable sales taxes for a complete workable solution. It became necessary to submit equipment substitutions for most of the equipment due to the inequities regarding

staged and installed by a Cisco certified engineer and we are still waiting for the resolution of incomplete work to the extent that the Rosemead School District has not signed the Service Certification forms for some of the invoices.

The ongoing nightmare of our experiences with our ERATE year 4 equipment vendor has caused us to be extremely cautious in assuring that the vendors that we deal with are **qualified to provide complete and accurate solutions, comprehensive technical support and installation and are CMAS certified so that we are assured competitive and appropriate pricing.**

Although we have already sent two large binders of information documenting this process, please review the enclosed forms verifying our CMAS vendor selection process and comparison quotes from ERATE year 5 and year 4 as well as documentation of our job walk, contractor sign in sheet and RFP.

Finally, the Rosemead School District would like the Schools and Library Corporation to be assured that have made every effort to comply legally with the guidelines of the ERATE program. As a small district with a minimal technology department we are committed to becoming more knowledgeable and effective in developing comprehensive policies and procedures which will enable the Rosemead students, staff and community to benefit from technology resources that ERATE funding provides.

Please feel free to contact me at lbronson@rosemead.k12.ca.us or 626-312-2900 x256 if you have any further questions.

Thanks for your attention to this matter,

Dr. Lila Wills Bronson

Dr. Lila Wills Bronson
Director of Technology
Rosemead School District

CMAS LOCAL GOVERNMENT AGENCY PACKET

CALIFORNIA MULTIPLE AWARD SCHEDULE

Includes updated information from CMAS Bulletins #1 through #30

OVERVIEW

Legislation	<p>The California Multiple Award Schedule (CMAS) program was established in May 1994 in response to Assembly Bill 1727 which was signed into law in October 1993, and incorporated into the Public Contract Code, Sections 10290 et seq. and 12101.5 effective January 1994.</p> <p>The program enables California State agencies and local government agencies, under delegation from the Department of General Services (DGS), to streamline purchases by removing repetitive, resource intensive, costly and time consuming bid processes.</p>
CMAS is Optional	<p>The Department of General Services, under delegated authority, provides the CMAS program to agencies as a procurement option only. It is not mandatory that agencies use CMAS. Agencies may bid, sole source or use other pre-established contracts to meet their acquisition needs.</p>
Agencies are Responsible	<p><u>Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.</u></p> <p>This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards government interests, and obtaining required approvals.</p> <p>See Attachment E, Agency Responsibilities, and Section 15, Agency Compliance.</p>
Reporting Requirements.	<p>Legislation requires state agencies to submit various reports on procurement practices.</p> <p>See CMAS Local Government Agency Packet, Section 9, Statewide Procurement Requirements.</p>
What's Included?	<p>CMAS contracts are established for information technology and non-information technology products and services that have been competitively assessed, negotiated, or bid primarily by the federal General Services Administration, but not exclusively.</p> <p>The contracts are structured to comply with most California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection.</p>

CMAS LOCAL GOVERNMENT AGENCY PACKET

OVERVIEW

Public Works

The following services are not available through the CMAS program:

Architectural and Engineering

Are the services sought required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code 4525?

Public Works

Does the work involve erection, construction, alteration, repair or improvement of a public structure as defined in Public Contract Code 1101?

See the State Contracting Manual, Section 10 and 11 and the CMAS Local Government Agency Packet, Section 14, Public Works Projects.

The Department of General Services (DGS) Real Estate Services Division (RESO) should be contacted for information on these types of transactions.

Legal Requirement to Consider Small Business

Prior to issuing purchase orders under the California Multiple Award Schedule (CMAS) program, state agencies shall whenever "practicable" first consider offers from small businesses that have established CMAS contracts (Government Code Section 14846(b) (Executive Order)).

See CMAS Local Government Agency Packet, Section 11, Small and Disabled Veteran Businesses and Americans with Disabilities (ADA), for guidelines.

The Department of General Services waives the 1.21% administrative fee (a fee currently charged to customer agencies to support the CMAS program) for purchase orders awarded to certified small business enterprises.

How are CMAS Contracts Established?

The CMAS Unit does not conduct a bid. The contractor offers us products and/or services and prices from an already existing competitively assessed, cost compared, multiple award contract. To these products, services and prices, we add California contract terms and conditions and ordering procedures that include California procurement codes, policies, and guidelines and establish a totally independent California contract.

How Do Agencies Use CMAS?

Agencies contact the contractor to obtain a copy of the contract, competitively shop for best value, and issue orders directly to the contractor, with the following exceptions:

See Section 5 for an explanation of how to make a best value determination.

CMAS LOCAL GOVERNMENT AGENCY PACKET

OVERVIEW

Local Government Agencies

Local government agencies are allowed to use the CMAS program subject to their own codes and policies. See Attachment B for guidelines.

How to Contact CMAS

See Section 1 for contact information.

NOTICE TO CONTRACTORS CALLING FOR BIDS

NOTICE IS HEREBY GIVEN that the Rosemead School District

District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but not later than 2:00 o'clock p. m. of the 8 th day of January, 2002, sealed bids for the award of a contract for

**Muscatel Middle School
Technology Cabling
SEE NOTES 1 BELOW**

All bids shall be made and presented on a form furnished by the District. Bids shall be received in the office of the **Rosemead School District, Attn. Maria-Elena Romero** on or before **Tuesday, January 8th, 2001** at **2:00 PM** and shall be opened and publicly read aloud at the above-stated time and place.

Each bid must conform and be responsive to the contract documents, copies of which are on file and may be obtained from **Flewelling & Moody Architecture, 141 South Lake Avenue, Second Floor, Pasadena, CA 91101. (626) 449-6787.**

Each bidder may obtain **One (1)** sets of drawings and specifications which are available at the location stated above at a cost to bidders of **\$00.00 (Zero)** for this project.

The Board reserves the right to reject any or all bids, and to accept or reject any items thereon. No bidder may withdraw his bid for a period of **NINETY (90)** days after the date set for the opening of bids. Bids are subject to acceptance at any time within 90 days after opening of same unless otherwise stipulated. Award of contract is contingent upon receipt of E-rate funding.

~~The District reserves the right to reject any or all bids, to waive any discrepancy or technicality, to split the awards in any manner deemed most advantageous to the District and to award the contract for goods or services to other than the lowest bidder. The award of contracts, if made by the District, will be to the qualified contractor(s) or supplier(s) whose bid best complies with all the requirements set forth in the bid documents and whose bid, in the opinion of the District, is in the best interest of the District, taking into consideration all aspects of the contractor's or supplier's response, including the total net cost to the District.~~

Each bid shall be accompanied by (1) the security referred to in the contract documents; (2) the list of proposed subcontractors; (3) the Non-Collusion Affidavit; (4) Certification of Bidder Qualifications and (5) DVBE participation forms.

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per-diem wages and the general prevailing rate for holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the contract. Holiday rates shall be paid as specified in the collective bargaining agreement applicable to each particular craft, classification, or type of work employed on the project.

Note 1: The Mandatory Pre-Bid Job Walk, shall be at 1:00 p.m., December 21, 2001 meeting at Muscatel Middle School, 4201 Ivar Avenue, Rosemead, CA 91770.

Copies of schedules of rates so determined are on file at the District's principal office and are available to any interested party upon request.

In accordance with §1773.2 of the California Labor Code, the Contractor shall post a copy of the determination of prevailing rate of wages at each job site.

The schedule of per-diem wages is based upon a working-day of eight (8) hours. The rate for holiday and overtime work shall be at time and one-half.

The Contractor and any subcontractor(s) shall pay not less than the specified prevailing rates of wages to all workers employed by them in the execution of the contract.

In accordance with provisions of Public Contract Code §22300, substitution of eligible and equivalent securities for any monies withheld to ensure performance under this contract will be permitted at the request and expense of the Contractor.

Each bidder shall possess at the time this contract is awarded a **Class C-7 or C-10 Contractor's License**, pursuant to Public Contract Code #3300. Cabling installers will be required to have an Asbestos Awareness Certificate including "Fit Test" (AHERA Regulation (763.919(b))). The successful bidder must maintain licensing throughout the duration of this contract. **This project is to be funded via E-rate/Bond and other various monies. Contractor must have valid E-Rate SPIN number.**

Minority Businesses are invited and encouraged to participate under this solicitation.

The District reserves the right to reject any and all bids or to waive irregularities in any bid.

**Rosemead School District
Park Rosemead
3907 Rosemead Blvd.
Rosemead CA 91770-1951**

PRINCIPAL CLERK (S813)

INVITATION TO BID

ITEM # (2)

NOTICE TO CONTRACTORS CALLING FOR BIDS

NOTICE IS HEREBY GIVEN that the Rosemead School District, District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive bids, but not later than 2:00 p.m. on the 8th day of January 2002, sealed bids for the award of a contract for Muscatel Middle School Technology Cabling. SEE NOTES BELOW.

All bids shall be made and presented on a form furnished by the District. Bids shall be received in the office of the Rosemead School District, Attn: Maria Elena Romero, on or before Tuesday, January 8th, 2002 at 2:00 P.M. and shall be opened and publicly read aloud at the above stated time and place. Each bid must conform and be responsive to the contract documents, copies of which are on file and may be obtained from: Flewelling & Moody Architecture, 1417 South Lake Avenue, Second Floor, Pasadena, CA 91107, (426) 449-6787.

Each bidder may obtain one (1) set of drawings and specifications which are available at the location stated above at a cost to bidder of \$500.00 (Zero) for this project.

The Board reserves the right to reject any or all bids and to accept or reject any terms thereon. No bidder shall withdraw his bid for a period of 10 NET (90) days after the date of the opening of bids. Bids are subject to acceptance on any time within 10 days after opening of same unless otherwise stipulated.

The District reserves the right to accept any or all bids to waive any and all technicality and to award the contract in any manner deemed most advantageous to the District and to award the contract for goods or services to other than the lowest bidder. The award of contract shall be made by the District will be to the qualified contractor (s) whose proposal is the best, complete with all the requirements set forth in the bid document and whose bid in the opinion of the District is in the best interest of the District. In making consideration of all proposals, the contractor's or supplier's responses including the total net cost to the District. Each bid shall be accompanied by the security referred to in the contract documents. (2) The list of proposed subcontractors. (3) A Non-Collusion Affidavit. (4) A Certification of Bidder Qualifications. (5) A DBBE Participation form.

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed. Local craft classification for type of work needed to execute the contract. Holiday rates shall be paid as specified in the collective bargaining agreement applicable to each particular craft classification for type of work employed on the project. Note: The Mandatory Pre-Bid Job Walk shall be at 1:00 p.m. December 21st, 2001 meeting at Muscatel Middle School, 4201 Lydr Avenue, Rosemead, CA 91707.

Copies of schedules of rates so determined are on file at the District's principal office and are available to any interested party upon request. In accordance with Subsection 1773.2 of the California Labor Code, the Contractor shall post a copy of the determination of prevailing rate of wages at each job site.

The schedule of per diem wages is based upon a working day of eight (8) hours. The rate for holiday and overtime work shall be at time and one-half. The Contractor and any subcontractor(s) shall pay not less than the specified prevailing rates of wages to all workers employed by them in the execution of the contract.

In accordance with provisions of Public Contract Code Subsection 22300, substitution of eligible and equivalent securities for any monies withheld to ensure performance under this contract will be permitted at the request and expense of the Contractor.

Each bidder shall possess at the time this contract is awarded a Class C or

Pre-Bid Agenda

Project: Technology Cabling for
Muscatel Middle School

Start Location: Muscatel Middle School
4201 Ivar Avenue
Rosemead, CA 91770

Bid Date and Time: December 21, 2001 @ 1:00 p.m.

Place of Receipt: Muscatel Middle School
4201 Ivar Avenue
Rosemead, CA 91770

Bid documents are available from Flewelling & Moody Architecture located at 141 South Lake Avenue, 2nd Floor, Pasadena CA 91101. Contact Malihe Shokouhi (626) 449-6787.

Each bid shall be accompanied by a bid security in the form of cash, a certified or cashier's check or bid bond in an amount not less than ten percent of the total bid price, payable to the District.

All pre-bid clarifications and/or substitution requests must be submitted in writing to Flewelling & Moody Architecture no later than January 2, 2001. (See attached form for pre-bid clarifications)

DVBE Participation is Required (Good Faith Effort)

Construction Schedule: Work to be completed within (120) one Hundred twenty consecutive Days from issuance of Notice to Proceed.

Liquidated Damages are \$750.00 a day

There will be an allowance of \$5,000 for unforeseen site conditions and an allowance of \$10,000 for asbestos and lead abatement. District will provide abatement report upon award of contract.

Parking is at a minimum – There will be construction storing and staging areas designated.

At the onset to the construction a meeting will be held to go over the construction procedures and guidelines.

Site Walk/Scope of Work

1. Technology cabling.

